Processing SOS Temporary Expense Reimbursement Requests

Changes to Process

Expending Agency

Administrative Services does not need copies of the temporary employee's expense reimbursement or supporting documentation. This is retained at the employee's expending agency, or attached in E1, per the "State Accounting Manual – Procedure for Paying Employee Expenses Incurred By Another Agency."

- An email account has been created for SOS temporary expense reimbursement processing; the email address is: as.statepersonneltemporarypexpense @nebraska.gov.
- All communication regarding SOS temporary expense reimbursements will be sent to the AS State Personnel Temp Expense
 mailbox, including the information from the expending agency to process payment.
- For more information, contact Dianne Scott 402-471-4093 or Patty Steiner 402-471-3567

Employee completes State Accounting expense reimbursement form

Employee follows expending agency expense reimbursement approval process Expense reimbursement and supporting documentation to expending agency accounting division

Expending agency accounting division creates journal entry and posts payment to account 58010.132200

Expending agency accounting division sends email to as.statepersonneltemporarypexpense @nebraska.gov with the following information:

- Temporary Employee Name
- Batch and Document Number
- Dates of Expense

Administrative Services SOS Program

Receive email and confirm dates and employment of SOS employee during the time that the expenses were incurred

File email in folder called: "Reimbursements to be Processed"

NOTE:

This step in the process should take no more than 48 hours, or 2 business days

Administrative Services Central Finance

Review daily the "Reimbursements to be Processed" folder for new requests Verify journal entry has been made and posted by

■ expending agency accounting division to account

58010.13220

Process SOS temporary expense reimbursement Once payment has posted, transfers email from "Reimbursements to be Processed" folder to "Completed Reimbursement Requests" folder

NOTE:

This step in the process should take no more than 48 hours, or 2 business days